

**Beta Alpha Psi, Theta Phi Chapter**  
Western Washington University  
**Candidate Application Form for Winter 2016**  
**Application Deadline: Thursday, January 21, 2016**

**Print your name exactly as you wish it to appear on your BAP certificate:**

**Mailing address (street)** \_\_\_\_\_  
**(city, state, zip)** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Gender** (circle one): Male Female    **Birthdate** (mm/dd/yy): \_\_\_\_\_

**Major** (circle one): Accounting    Finance    Financial Economics    Accounting/Economics    MIS  
(circle one): Undergraduate    Graduate

**Please Attach:**    **(1) a check for the \$75 one-time initiation fee, payable to "Beta Alpha Psi"**  
                          **(2) a cover letter stating why you want to belong to Beta Alpha Psi, and what you expect to**  
                          **contribute to Beta Alpha Psi.**

I certify that (initial each line):

\_\_\_\_\_ I agree to continue to pay WWU Accounting Society dues and to continue to be a member of the WWU Accounting Society as long as I am a student at WWU, *and*

\_\_\_\_\_ I agree to contribute constructively to the Theta Phi Chapter of Beta Alpha Psi as long as I am a student at WWU, *and*

\_\_\_\_\_ I agree to participate in at least the minimum service and professional activities as required by the Chapter commensurate with the requirements of BAΨ International, *and*

\_\_\_\_\_ I agree to attend **all** regularly-scheduled Chapter meetings, unless excused *in advance* by the Reporting Secretary (If excused, candidates must make up the meeting via MoneySense meetings or other approved professional hours), *and*

\_\_\_\_\_ I understand that the \$75 candidate fee is *not refundable* under any circumstance, *and*

\_\_\_\_\_ I have at least two academic quarters remaining prior to graduation (required by the Beta Alpha Psi International By-Laws, in order to fully benefit from Beta Alpha Psi activities), *and*

\_\_\_\_\_ I have read the Information Management and Privacy statement on the next page and agree to read the Chapter By-Laws of the Theta Phi Chapter on the Chapter's website, *and*

\_\_\_\_\_ After the end of this quarter, I will provide a *Grade Certification and Application for Induction* (last page of this application), an up-to-date transcript, plus computation of my GPA in upper level courses in my major to Prof. Zite Hutton, Faculty Advisor, by April 1, 2016, *and*

\_\_\_\_\_ I understand that I must attend the Induction Ceremony scheduled for **Spring Quarter** to become a member of BAΨ, *and*

\_\_\_\_\_ I have read, understand, and plan to fulfill the candidate requirements by the required due dates: Candidate requirements include professional activities, service (volunteer) activities, and reporting requirements.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

The requirements to become a member of Beta Alpha Psi are on the attached pages. It is **your** responsibility to see that the requirements are met & reported to the Beta Alpha Psi Reporting Secretary, **Sandy Velagapudi**

Give this page, your cover letter, and your check for **\$75** (payable to "Beta Alpha Psi") to the Assistant Treasurer, **Kyle Engman**, by **Thursday, January 21, 2016**. The Assistant Treasurer will initial below, and immediately deliver this form and your cover letter to the Reporting Secretary.

*For office use only*    Date \$75 initiation fee received: \_\_\_\_\_ Initials of Assistant Treasurer: \_\_\_\_\_

## **Information Management and Privacy**

*(from Beta Alpha Psi International)*

By completing the various sections of this application form or subsequent forms sent out to members as when registering for an event or meeting, you are supplying Beta Alpha Psi with information about yourself. Beta Alpha Psi (BAP) needs this information to maintain a record of your membership, communicate with you, carry out its activities, assist you if you have a disability and maintain contact with you when you have graduated. BAP must also satisfy the statistical and data requirements of as and when requested by governmental and any grant giving bodies and the Internal Revenue Service. Much of the information that is collected from you via all methods listed in the privacy policy is required by governmental and any grant giving bodies and the IRS and BAP is not permitted to accept your application unless the information is provided.

The information you supply is stored in the Beta Alpha Psi Reporting Intranet and internal and external databases listed in the Privacy Policy and is made available to the Beta Alpha Psi Executive Office, conference planners, the organizing committees of meetings and competitions, the alumni section when you graduate and your local chapter as required. Information will be disclosed as listed in the Privacy Policy and to governmental and any grant giving bodies and the IRS in accordance with their directives.

The names and current projects of chapters and members may be published in electronic and or printed media highlighting the projects undertaken by BAP, its chapters or its members. If you do not want these details published, you should inform the executive office and your local chapter.

BAP will use the email address you provided with this application to contact you about matters related to your membership of BAP and to inform you about services available to you while you are a member or an alumni member.

BAP may also access your records to identify students who may be eligible for employment opportunities and may pass on a subset of the records to employers.

Beta Alpha Psi or your local chapter may publicize events by printing and distributing information and or pictures of members. Printed material may include names of members and descriptions of events. Pictures may be accompanied by identification details or they may be anonymous.

Other than the exceptions above and those listed in the Privacy Policy, BAP does not disclose personal information about members except with the consent of the member concerned or where required or authorized by legislation or court or criminal proceedings.

You have the right to access and correct any personal information concerning you held by BAP in its databases. Routine corrections, changes and enquiries should be directed to your local chapter's reporting secretary.

The full Beta Alpha Psi Privacy Policy is available online at <https://www.bap.org/privacy>

## **BAP Candidate Process & Requirements**

*(Keep this page for reference!)*

### **By the Application Deadline (January 21, 2016):**

- Read through the application form and this information. Make sure that you understand the application and attached information. Ask the Reporting Secretary, **Sandy Velagapudi**, [www.bap.reportingsecretary@gmail.com](mailto:www.bap.reportingsecretary@gmail.com), if you have any questions.
- Complete the Candidate Application Form (attached).
- Write a cover letter stating why you want to belong to Beta Alpha Psi and what you expect to contribute to Beta Alpha Psi.
- By the application deadline, submit the application, cover letter, and \$75 (one-time) candidate fee to the Assistant Treasurer. (The Assistant Treasurer will make a record of your payment and deliver your Candidate Application Form and cover letter to the Reporting Secretary.)

### **During your Candidate Quarter:**

During the candidate period, you must participate in **at least 12 hours** of professional and service activities, as described below:

#### **Professional Activity requirements:**

- Candidates are required to participate in *at least* 5 hours of **professional** activities during **Winter Quarter 2016**. Typically, this requirement is satisfied by attending chapter meetings at which a professional presentation is offered. (Attendance is verified by the sign-in sheets at each meeting.) However, other activities that are professional in nature may also satisfy this requirement. (Note: On the BAP application, you agreed to attend all regularly-scheduled Chapter meetings, unless excused *in advance* by the Reporting Secretary. If excused, candidates **must** make up the meeting via MoneySense meetings or other approved professional hours. **Candidates are required to sign in at every meeting. If there is no signature, then it is assumed that you were not present at the meeting.**)

#### **Service Activity (Volunteer) requirements:**

- Candidates are required to participate in *at least* 5 hours of **service** activities in a **Beta Alpha Psi sponsored** service activity (which includes the Accounting Tutorial Center) during **Winter Quarter 2016**. (The Volunteer Coordinator will set up at least 2 volunteer opportunities during the quarter.) It is ***your*** responsibility to contact **Chris Hume**, [www.bap.volunteer.publicity@gmail.com](mailto:www.bap.volunteer.publicity@gmail.com), the Volunteer Coordinator, in a timely (early) manner, so that you may complete your volunteer requirement. All volunteer hours for **Winter Quarter 2016** must be completed and reported to the Reporting Secretary no later than **March 13, 2016**.

#### **Additional Activity & Reporting requirements:**

- The remaining two hours may be in *either* professional *or* service activities.
- **You** must report **ALL** service activities and all non-BAP professional activities to the Reporting Secretary at [www.bap.reportingsecretary@gmail.com](mailto:www.bap.reportingsecretary@gmail.com), as they occur, *no later than March 13, 2016*. This is in addition to the sign-in sheet that you will sign at the activity itself. (Report the name & type of activity, the date, and the starting and ending times. If it is a non-BAP professional or service activity, please provide additional details about the activity.)

#### **Other requirements:**

- Read the By-Laws of the Theta Phi Chapter of Beta Alpha Psi on the chapter's website (see "What is BAP?" for the link to the Chapter By-Laws)
- Apply yourself in your courses in order to ensure that you meet the Academic requirements at the end of the quarter.

*(see the next page for additional Candidate Requirements)*

## **BAP Candidate Process & Requirements (continued)**

*(Keep this page for reference!)*

### **At the End of your Candidate Quarter:**

As soon as grades are posted, you must submit the following items to Dr. Zite Hutton, Faculty Advisor:

- A completed "Grade Certification and Application for Induction" (last page of the application, available on the BAP website), along with:
- A statement summarizing your Professional Activities and Service Activities completed, and any other contributions you have made to the Chapter during the candidate period.
- A new statement expressing why you want to belong to Beta Alpha Psi.
- Transcripts verifying that you have met the academic requirements, as specified below (unofficial transcripts are OK). Also attach a computation of your GPA in upper level courses in your major.

*[Ways to turn this in: place in Prof. Hutton's mailbox in PH451 or under the door of PH405 (Prof. Hutton's office) or email (with this page & signature scanned) to zite.hutton@wwu.edu or mail it to Prof. Hutton.]*

The **Academic requirements** (to be met at the **end** of your candidate quarter):

- You have declared a concentration in Accounting, Finance, or Information Systems (graduate students must have a stated interest in Accounting, Finance, or Information Systems), and
- You have completed two years of collegiate business and non-business courses, and
- You have completed at least one upper level (300 level) course in your declared area of concentration (accounting, finance, or information systems) at Western Washington University, and
- You have attained a cumulative grade point average in upper level courses, in your declared area of concentration, of at least 3.0 (attach a supporting calculation), and

Attained either:

- a. at least a cumulative grade point average (overall) of 3.0, or
- b. at least a cumulative grade point average of 3.25 of the most recent 45 quarter hours.

*Transcripts (unofficial are okay) are required to support the GPA requirements, along with supporting calculations where needed to show that you have clearly met the academic requirements.*

*If a candidate does not fulfill the candidate requirements in the candidate quarter, the candidate may petition to start the entire candidate process over in the next regular quarter. There is no "credit" for previously meeting part of the candidate requirements. [For example, if a Winter Quarter candidate completes all requirements except for the service requirements, the candidate has not successfully completed the candidate requirements in Winter Quarter. However, the candidate may petition to "start over" in the Spring Quarter, and complete all requirements during Spring Quarter.] The candidate is not required to pay another \$75 fee if the candidate "starts over" in the quarter immediately following. A student may remain a candidate for no more than two academic quarters following completion of required major courses prior to induction as a full member; exceptions for special circumstances may be made only with approval of the chapter's faculty advisor.*

### **After the End of your Candidate Quarter:**

- Candidates are required to attend the New Member Induction during **Spring Quarter 2016** in order to be inducted into the Theta Phi Chapter of Beta Alpha Psi at Western Washington University. (Successful candidates are inducted at a ceremony in the next regular academic quarter.) You must attend the ceremony to be inducted into Beta Alpha Psi. At the induction ceremony, you will receive your Beta Alpha Psi membership certificate and a Beta Alpha Psi lapel pin to honor your achievement.
- Continue to pay WWU Accounting Society dues and to contribute constructively to the Theta Phi Chapter of Beta Alpha Psi as long as you are a student at WWU. (Note: On the BAP application, you agreed to do this.)
- Continue to participate in at least the minimum service and professional activities as required by the Chapter commensurate with the requirements of BAP International. (Note: On the BAP application, you agreed to do this.)

**Beta Alpha Psi, Theta Phi Chapter**  
Western Washington University  
**Grade Certification and Application for Induction**  
**Deadline: April 1, 2016**

Name: \_\_\_\_\_

Email address: \_\_\_\_\_

**Required Attachments:**

- (1) A statement summarizing your Professional Activities and Service Activities completed, and any other contributions you have made to the Chapter during the candidate period.
- (2) A new statement expressing why you want to belong to Beta Alpha Psi.
- (3) Transcripts verifying your academic performance, as specified below (unofficial transcripts are OK). Also attach a computation of your GPA in upper level courses in your major.
- (4) A current Member Information Form (if update is needed), find at:  
<http://www.bap.org/pdf/memUpdate.pdf>

**I certify that:**

1. I have declared a concentration in accounting, finance, or information systems (graduate students must have a stated interest in accounting, finance, or information systems), and
2. I have completed two years of collegiate business and non-business courses, and
3. I have completed at least one upper level (300 level) course in my declared area of concentration (accounting, finance, or information systems) at Western Washington University, and
4. I have attained a cumulative grade point average in my declared area of concentration of at least 3.0, and \*  
Attained *either*:
  - a. at least a cumulative grade point average (overall) of 3.0, *or*
  - b. at least a cumulative grade point average of 3.25 of the most recent 45 quarter hours.

\*Transcripts must support the option chosen. i.e., if you choose option "a" then you must include transcripts for all college coursework, including transfer credits. If you choose option "b," then you must submit transcripts for at least 45 credit hours.

The information provided above and in the attached is true and correct to the best of my knowledge. I have met the requirements for membership in Beta Alpha Psi, and I hereby apply for induction into Theta Phi Chapter and Beta Alpha Psi International.

Signed: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

*This page is to be completed and turned in together with all attachments  
to Prof. Zite Hutton, Theta Phi Chapter faculty advisor,  
after the completion of **Winter Quarter 2016**; and no later than April 1, 2016.*

*[Ways to turn this in: place in Prof. Hutton's mailbox in PH451 or under the door of PH405 (Prof. Hutton's office) or email (with this page & signature scanned) to [zite.hutton@wwu.edu](mailto:zite.hutton@wwu.edu) or mail it to Prof. Hutton.]*